



***Special
Olympics***
Montana

Athletes as Board Members

Athlete Packet
July 1, 2024 – July 29, 2024

Overview

The Special Olympics Montana Board of Directors is comprised of many different types of people - from those who are exemplary leaders, know a lot about sports, others who know about finances, and still others who specialize in marketing and communications. Finally, the Board of Directors contains people who know athletes, those who are family members of athletes, and athletes themselves. Having a diverse, inclusive leadership makes our state organization stronger and more responsive to all stakeholders!

This packet will tell you a little about what an athlete board member does as well as how you can apply to be an athlete board member if you choose to do so.

Process for Selection

Date	Task
Immediate through July 29	Interested athletes submit applications and accompanying materials to info@somt.org by July 29th, 2024!
July 29 through August 15	Outreach Department and GMS Specialist cross reference applications with both local, area and state participation/paperwork history and confer with local & area volunteers. This determines the qualified candidate pool.
August 15	The Outreach Department forwards appropriate candidates to the Board Governance Committee.
August 15 through Sept. 4	The Board Governance Committee screens applications provided selecting candidates for interviews. The Governance Committee conducts interviews.
September 2024	The Board Governance Committee makes recommendations to the Board of Directors. The Board of Directors conducts a formal election.

Athlete Board Member Job Description

Overview

Each athlete member of the Board of Directors is responsible for assisting in the overall management of Special Olympics Montana. Each board member must perform his/her duties with honesty, in good faith, and in the **best interest of all members** in the organization.

Responsibilities

1. Work together with all board members to manage and control the activities of Special Olympics Montana.
2. Work together with all board members to make policies, rules, and regulations.
3. Work together with all board members to manage the finances of SOMT.
4. Along with all board members assist staff members in obtaining the necessary resources to run the SOMT organization.
5. Communicate and facilitate discussion about information from the Board to other athletes and from other athletes back to the Board.

Standards for the Athlete Board Member

1. Secure a local mentor and be available to meet with a board-appointed mentor to assist during your term(s).
2. Attend Board Orientation following election.
3. Attend quarterly Board meetings, be available for phone consultation as needed, and serve on a Board committee. (Keep in mind that this could affect some competitive and team play. Your Local Program volunteers must be kept informed about your application and ultimately your board member status and scheduling needs.)
4. Complete duties per the monthly assignment checklist in the monthly board-member planner*.
5. Actively engage in Board business.
6. Arrange for transportation to in-person board meetings up to four times per year.
7. Know the organization's mission, purposes, goals, policies, programs, and services.
8. Read, understand, and ask questions about the organization's finances.
9. Support the organization with a personally meaningful donation or active participation in fundraising.
10. Actively participate in Special Olympics sports programming and events each year.
11. Represent Special Olympics in the community with pride and enthusiasm.

Standards for the Local Mentor

1. Be available to assist the Athlete Board Member with monthly planner* tasks as needed during their term(s).
2. Attend Board Orientation with mentee and other board local mentors.
3. Prepare Athlete Board Members for meetings, be available for phone consultation as needed.
4. Support Athlete Board Member in arranging transportation to in-person board meetings up to four times per year.
5. Know the organization's mission, purposes, goals, policies, programs, and services.
6. Support the Athlete Board Member's plan for an annual personally meaningful donation or active participation in fundraising.

7. Represent Special Olympics in the community with pride and enthusiasm.

Election to the Board of Directors

1. Athletes submit applications to info@somt.org by **July 29th, 2024**. If you would like to submit your application answers in video format, please text them to Outreach Senior Director Sherry Rudolph at (406)868-9368 or submit them on Facebook Messenger at: <https://www.facebook.com/specialolympicsmontana>.
2. The Outreach Department screens applications then submits the candidate **pool** to the Board Governance Committee.
3. The Board Governance Committee screens submitted applications and conducts interviews.
4. The Board Governance Committee makes recommendations for election to the Board of Directors.

Term

Individuals are elected for a 3-year term which may be renewable for 2 additional 3-year terms. Currently, **one position** is open.

Orientation

New board members and all local mentors are required to participate in a virtual Special Olympics orientation meeting and complete the associated registration materials. The orientation is normally conducted immediately before or after election to the Board.

*Sample of monthly planner is located at the end of the packet.

Athlete Board Member Application

Before beginning the application, be sure you can answer YES to most if not all qualifying questions below:

YES ___ NO ___ I have been involved in leadership experiences.

YES ___ NO ___ I have been part of Special Olympics for three or more years.

YES ___ NO ___ I can independently manage technology such as email & virtual Teams meetings; and am comfortable participating fully in large-group face to face meetings.

YES ___ NO ___ I can arrange transportation from my hometown to towns/cities in Montana where the board meetings will take place up to four times per year.

INFORMATION ABOUT THE ATHLETE

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Area (circle one) BSAR CRAR FVAR GLAR NEAR SWAR TCAR YVAR

Team: _____

Number of years you have participated in Special Olympics: _____

If you have completed the SOMT Athlete Leadership modules, please write the dates you completed each training (write NA if not completed).

Level 1 _____ Level 2 _____ Other _____

Answer the following questions either in **WRITING (200 words or less for each question) or as a **VIDEO** (2 minutes or less for each video). Information on video submission above.**

1. What types of leadership opportunities have you been involved in?
2. How has Special Olympics Montana changed your life?
3. How would you prepare in advance for board meetings?
4. How would you communicate with your peers about decisions made by the board that would impact athletes?

Signature of athlete _____ Date _____

Submit Completed Application page and accompanying materials to info@somt.org no later than **July 29, 2024**

-Sample - Monthly Planner

Athlete Board Members Monthly Planner

November 2024

- Check your email regularly for Board updates
- Arrange Transportation for the Q4 meeting (Nov. 7, beginning at 8AM) in Helena
- Arrange Lodging for the Q4 meeting in Helena
- Discuss Q4 meeting schedule with LPC. Sort out competition and Team commitment conflicts if necessary
- Be prepared for the Q4 meeting
 - Prepare to dress professionally
 - Arrive clean, fresh, and rested
 - Prepare for the meeting in advance by familiarizing yourself with the agenda and supporting documents
 - Prepare questions and comments as needed
 - Participate in meeting
- Complete Q4 meeting follow-up as needed
- Begin your Board Appeal asks
- Attend athlete task force meeting per invite